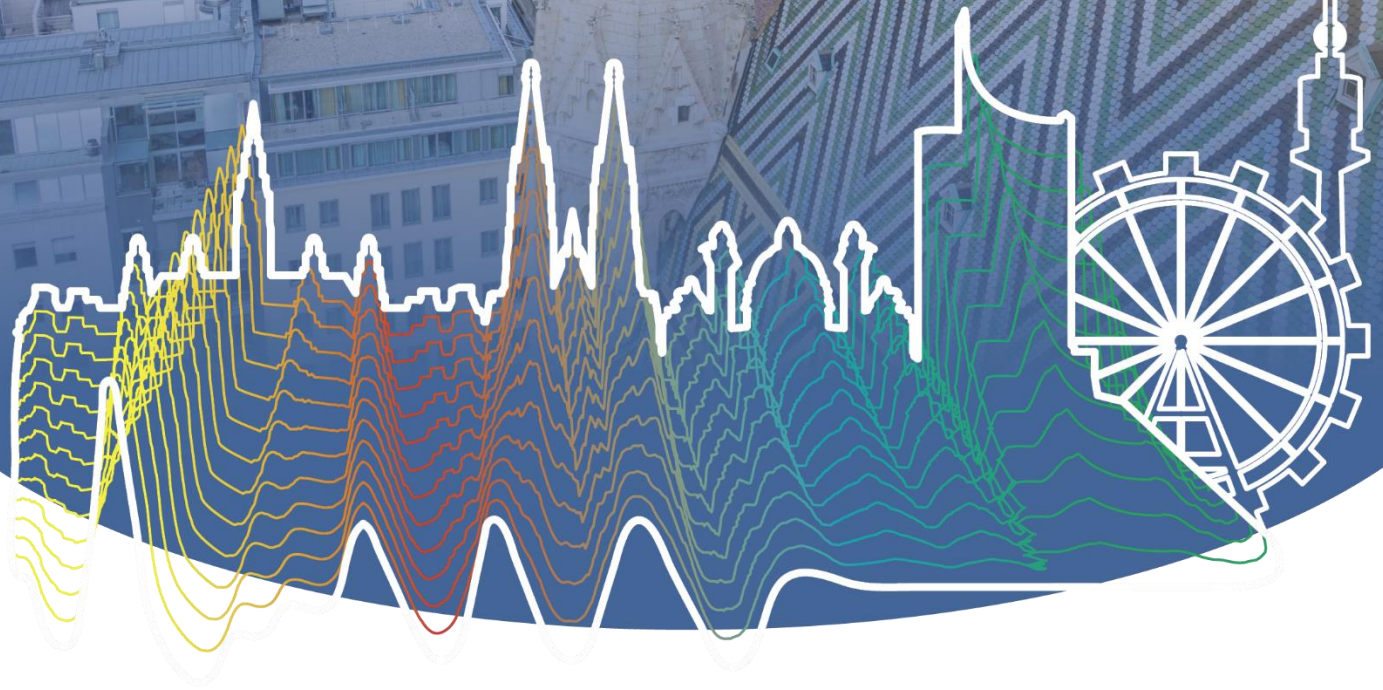


7<sup>TH</sup> CONGRESS OF THE  
INTERNATIONAL SOCIETY  
OF INTRAOPERATIVE  
NEUROPHYSIOLOGY AND  
EDUCATIONAL COURSE

**ISIN**  
**2019**  
VIENNA

# Exhibitor Manual



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[isin2019vienna.org](http://isin2019vienna.org)

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## Introduction

On behalf of the Conference President and the ISIN 2019 Committees, we thank you for your support of the 7<sup>th</sup> Congress of the International Society of Intraoperative Neurophysiology and Educational Course taking place in Vienna, Austria from October 28 – November 2, 2019.

This manual provides you with logistical information to allow you to prepare for your exhibition in Vienna and a successful conference. The manual contains crucial information so please make sure you are fully familiar with the elements of your exhibition space.

We ask you to carefully review all details and respect the deadlines to ensure smooth planning and preparations.

Mr. Oscar Pacheco from the Vienna Medical Academy (Congress Office) is available for any queries or support required.

## Deadline for exhibitors & Sponsors

<b>01.09.2019</b>	ISIN 2019 registration early fee deadline
<b>16.09.2019</b>	Submission of the logo for inclusion in the ISIN 2019 website and printed programme via email to <a href="mailto:isin2019@medacad.org">isin2019@medacad.org</a>
<b>16.09.2019</b>	Submission of lunch symposia programmes
<b>27.09.2019</b>	Exhibitor and Sponsor registration deadline (included in sponsorship and exhibition)
<b>30.09.2019</b>	Deadline for booth orders (Shell Scheme, furniture, etc)
<b>11.10.2019</b>	Freight forwarder: Pre advise shipment: 29.09.2019, Delivery to warehouse IML: 11.10.2019
<b>28.10 – 02.11.2019</b>	ISIN 2019 (October 28 – 30 Educational Course & October 31- November 02 Congress)
<b>30 - 31.10.2019</b>	Set up of the ISIN 2019 exhibition
<b>31.10 - 02.11.2019</b>	Exhibition ISIN 2019

## Organisation and Contact information

### ISIN 2019 Conference Organiser

#### Wiener Medizinische Akademie GmbH

Alser Strasse 4, 1090 Vienna

Austria

+4314051383 39

[isin2019@medacad.org](mailto:isin2019@medacad.org)

## Conference dates

**October 28 – October 30, 2019** - ISIN 2019 Educational Course

**October 31 – November 2, 2019** - ISIN 2019 Congress

For an up-to-date conference programme please visit the ISIN 2019 website regularly:

<https://www.isin2019vienna.org/>

## Exhibition time

The exhibition of the ISIN 2019 will take place on Thursday, October 31 until Saturday, November 2, 2019. The exhibition schedule during these days will be:

Day	Opening hours
Thursday, October 31, 2019	10:00 - 17:45
Friday, November 1, 2019	10:00 - 17:45
Saturday, November 2, 2019	10:00 - 12:00

## Exhibition Build-up and dismantling

The ISIN 2019 build up for exhibitors is scheduled as follows:

Set up Day	Build-up hours
Wednesday, October 30, 2019	19:30 - 00:00
Thursday, October 31, 2019	07:00 - 09:30
Dismantling Day	Dismantling hours
Saturday, November 2, 2019	12:00 - 17:00

Please note that the first day Wednesday, October 30 will be destined for the build up of the booths and shell scheme. On Thursday, October 31 this will be mainly for final details and set up of materials such as roll ups and promotional materials. We kindly ask that you have your booth prepared at 09:30 on Thursday, October 31 since the exhibition will open at exactly 10:00.

## Exhibitor registration and event registration

In order to register as an exhibitor or sponsor, kindly download and complete the excel that can be found in [the following link](#). Please include only those registrations that are included in your sponsorship and/or exhibition package:

### Scientific badge registrations

- **Platinum Sponsor:** 2 Educational Course Registrations & 5 Congress registrations
- **Gold Sponsor:** 1 Educational Course Registrations & 4 Congress registrations
- **Silver Sponsor:** 1 Educational Course Registrations & 2 Congress registrations
- **Bronze Sponsor:** 1 Educational Course Registrations & 1 Congress registrations
- **Exhibitor with 6 sqm:** 1 Educational Course Registration & 1 Congress registrations
- **Exhibitor with 9 sqm:** 1 Educational Course Registration & 2 Congress registrations
- **Exhibitor with 12 sqm:** 1 Educational Course Registration & 3 Congress registrations
- **Exhibitor with 16 sqm:** 1 Educational Course Registrations & 3 Congress registrations

### Exhibitor badge registration

All exhibitors can book a maximum of 6 exhibitor badges. These badges will grant access to the exhibition area and general areas. However, they do not have access to the scientific programme. They are valid from October 31 – November 2, 2019.

### Complementary registrations for ISIN 2019 official events

- **Platinum Sponsor:** 2 invitations for the Educational Course Welcome reception, 7 invitations for the Vienna City Hall Reception, 3 invitations to the Heurigen dinner & 6 invitations to the Congress Networking Event
- **Gold Sponsor:** 1 invitation for the Educational Course Welcome reception, 5 invitations for the Vienna City Hall Reception, 2 invitations to the Heurigen dinner & 5 invitations to the Congress Networking Event
- **Silver Sponsor:** 1 invitation for the Educational Course Welcome reception, 3 invitations for the Vienna City Hall Reception, 2 invitations to the Heurigen dinner & 3 invitations to the Congress Networking Event
- **Bronze Sponsor:** 1 invitation for the Educational Course Welcome reception, 2 invitations for the Vienna City Hall Reception, 2 invitations to the Heurigen dinner & 2 invitations to the Congress Networking Event

Please send the completed excel for registration to [isin2019@medacad.org](mailto:isin2019@medacad.org) by the latest September 27, 2019. Please note that any registrations after this day cannot be guaranteed.

In case you wish to register more participants for ISIN 2019 and any social events please do so through the ISIN 2019 website under:

<https://www.isin2019vienna.org/registration/>

## Venue

### Address

InterContinental Hotel Vienna  
Johannesgasse 28  
1030 Vienna  
Austria

### Locations and Freight Elevator

- Loading area: Behind the hotel – near laundry and staff entrance  
Entrance address: Am Heumarkt 2, 1030 Vienna
- Freight elevator: Reachable directly from the street/ loading area with direct access to the conference area.  
Maximum weight: 1,800 kg  
Dimensions: 2.40 m height / 2.50 m width / 2.82 m depth  
Door dimensions: 2.23 m height / 2.50 m width  
Doors freight elevator to conference area: 1.80 m width, 2 m height

### Booth technical characteristics

The maximum height allowed for the booths of is 2.5 meters. Given the nature of the venue rigging from the ceiling is not possible or allowed.

### Parking & driving restrictions for trucks:

Weekend driving prohibition:

Saturday as of 15.00 hrs until Sunday 22.00 hrs

- For trucks with a trailer weighing more than 3,5 tons
- For trucks without trailer if the total weight is more than 7,5 tons

Night driving prohibition:

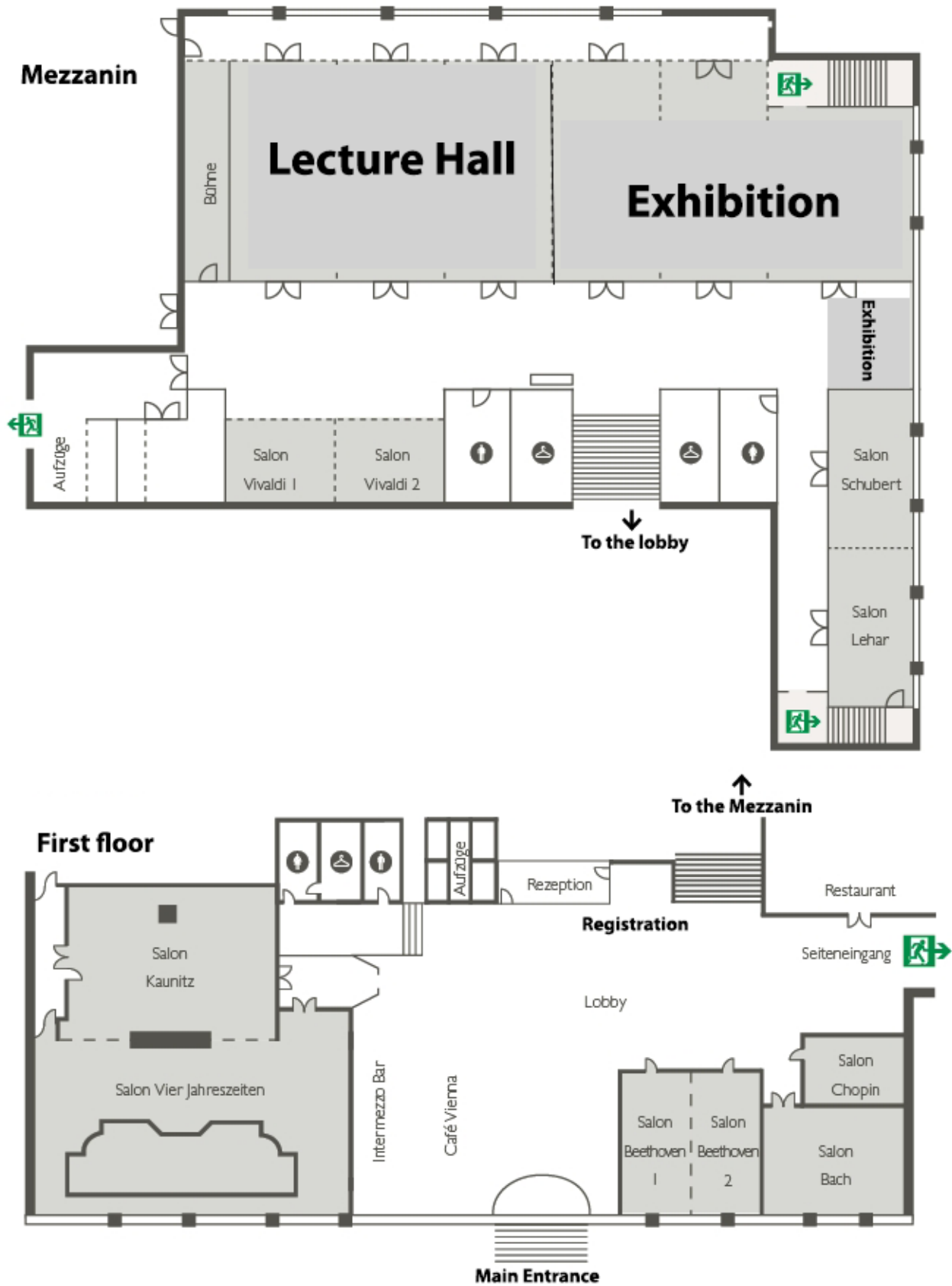
Daily as of 22.00 hrs until 05.00 hrs

- For trucks with and without trailers if the total weight is maximum 7,5 tons

Truck parking night prohibition:

- Parking for more than 10 minutes or longer than the duration of unload is prohibited during the timings for the driving prohibition (Saturday as of 15.00 to Sunday 22.00 hrs) as well as weekdays as of 22.00 to 06.00 hrs within the city for trucks with a total weight of more than 3,5 tons

## Venue Floor plan



## Literature and Give Aways

Distribution of literature and give aways is not permitted outside the exhibitor's stand.

## Stand building company

The ISIN 2019 organisation has appointed STANDout Vienna as the official stand building company.

### **STANDout Vienna**

Mail: wien@standout.eu

Telephone: +43 1 72 720 – 6101

In order to have more information and book the services provided please refer to the [Service Manual](#) for furniture requests and to the [Shell Scheme brochure](#) for the available booth structures. If you want to rent a specific item complete the corresponding form and submit it to STANDout Vienna.

Please note that it is not mandatory to work with our stand building company. However, if you use another company please inform us and the freight forwarding company IML by August 30, 2019. This will give us time to coordinate the delivery of your materials.

## AV/IT Equipment & Electricity orders

In case you need to order electricity, audio, visual equipment and/or internet please get in contact with KFP Austria GmbH to place your order. Please refer to the [AV & IT exhibitor order form](#) to see the equipment that is offered by KFP Austria GmbH.

Please note that the entire venue will have WiFi available to all participants. However, if you wish to have a private internet connection you will need to inquire with KFP Austria GmbH.

## Freight Forwarding company

IML – Messe Logistik GmbH has been appointed as the official freight forwarder of ISIN 2019.

In the following links you will be able to find more information on how to send your shipment and all the pertaining forms:

- [Tariff & shipping instructions](#)
- [Order form](#)
- [Contract for payment](#)
- [Shipping label](#)
- [Shipping invoice \(shipment outside the European Union\)](#)



For more information get in contact with:

**IML - Messe Logistik GmbH**

Bruno Kreisky Platz 1  
A - 1220 Vienna

Contact Persons:

Mr. Wolfgang Unzeitig ext. 20 Mobil: +43 (0) 660 2647582 Mail: [wolfgang.unzeitig@iml-vienna.at](mailto:wolfgang.unzeitig@iml-vienna.at)

Mr. Michael Neuwirth ext. 22 Mobil: +43 (0) 660 8256832 Mail: [michael.neuwirth@iml-vienna.at](mailto:michael.neuwirth@iml-vienna.at)

Mr. Karma Knoll ext. 21 Mobil: +43 (0) 660 3016114 Mail: [karma.knoll@iml-vienna.at](mailto:karma.knoll@iml-vienna.at)

**Important note:**

Companies bringing their own goods (which cannot be hand carried) should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lift.

Note: Do not send any shipments/materials to the InterContinental hotel directly, they will not be accepted.

## Catering

In case of any special catering requests please fill out [this catering order form](#) and send it to:

InterContinental Hotel Vienna

Maria Gobetzky

[maria.gobetzky@ihg.com](mailto:maria.gobetzky@ihg.com)

+43 (0)1 711 22 273

Please note that the deadline for catering requests is 14 October, 2019.

## Accommodation opportunities

Please visit our website under the following link to see the accommodation possibilities:

<https://www.isin2019vienna.org/general-information/accommodation/>

## General Terms and Conditions

### **Liability**

Neither the exhibition organisers or the (official) service suppliers, nor the conference organisers, the InterContinental hotel and/or the city of Vienna, nor ISIN 2019 can accept responsibility for the security and safety of the booths, their contents and exhibitors' staff. Neither can they accept responsibility for damage to or theft of any goods whatsoever. Participation in the exhibition is at the risk of the exhibitor under all circumstances. Exhibitors accept full responsibility for rented equipment by signing the relevant order form(s). The exhibitor will be charged for any loss of or damage to rented equipment. Any damage to the building will be charged to the relevant exhibitor.

### **Insurance**

Exhibitors should take care of an insurance to cover third party liability including liability towards ISIN 2019, the InterContinental hotel and all service suppliers. All rented equipment must be insured by the exhibitor. Make sure your staff is well insured (liability, health etc.).

### **Theft Prevention - Security**

Exhibitors who wish to order a security guard on the stand, please contact ISIN 2019. We strongly advise exhibitors to observe the following suggestions for theft prevention.

#### **During Build-up**

- Bring valuable and personal goods into the building as late as possible and do not leave unguarded.
- Staff your booth during the entire build-up period, and in particular after your exhibits have been installed.
- Do not leave valuable goods in the stand when leaving. Take these with you (preferably), or lock away.

#### **During Exhibition Opening Hours**

- Do not leave your stand unmanned during opening hours of the exhibition.
- Always keep your valuable and personal belongings locked away.
- Make sure to take with you, or lock away, valuable goods at the end of each exhibition day.

#### **During Break-down**

- Remove all valuable and personal goods as quickly as possible from the building when the exhibition closes, and leave these in a safe place.
- Keep your stand manned permanently by one person at least until all your goods have been removed and taken out of the exhibition hall.

## Rules and Regulations

### **Lay-out of the Exhibition Area - Exhibitor' Stand Space**

1. ISIN 2019 reserves the right to alter the general layout of the exhibition and the space allotted to each exhibitor, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organisers will not be held liable for expenses incurred other than the cost of rental of exhibit space.

### **Damage to Building and Rented Materials & Equipment**

2. Exhibitors are liable for any damage caused by themselves, or by a third party commissioned by them, to any parts of the InterContinental hotel, inside and outside (e.g. walls, floors, doors, lifts, pillars, ornaments etc.), and rented materials (e.g. standard stand construction) and equipment (furniture, media equipment etc.) during build-up, operation and dismantling of their stands, or at any other time.
3. Repairs or replacement resulting from the disregard of this regulation will be at the sole expense of the exhibitor. This includes any adhesive tape which may remain behind on the floor of the exhibition hall, and/or on walls of the standard stand construction, or e.g. on rented furniture, after dismantling.

### **Fixing Posters to Stand Walls**

4. The use of adhesive tape is allowed to fix posters to the walls of the standard stand construction. All tape and glue marks must be removed by exhibitors during dismantling. If tape or marks are left on the walls, the exhibitor will be invoiced for removal or replacement costs.
5. The stand building company provides suitable tape, so stay on the safe side and ask them for tape to fix your posters to stand walls.

### **Suspensions**

6. It is strictly forbidden to attach any suspensions, signage or whatever to (technical) provisions or structures of the venue, e.g. cables, sprinkler systems, ventilation and smoke removal ducts etc.

### **Storage of Empties & Spare Materials**

7. It is not allowed to keep or store empties, boxes (with spare materials) etc. in open space on the stand.
8. Neither is it allowed to leave these anywhere else in the building.
9. Order a storage unit in the stand and/or use the storage services of the official freight forwarding agent.

### **Literature & Give Aways**

10. Literature on display and promotional give-away items shall be limited to reasonable quantities.
11. Distribution of literature and give aways is not permitted outside of the exhibitor's stand.

### **Waste during Build-up and Dismantling**

12. Exhibitors are obliged to dispose of their own refuse that is generated during the build-up and break down periods. This includes left over promotional materials. The cleaning service of the InterContinental hotel will collect small rubbish, like paper and plastic bags, during the build-up and break down. However, they do not remove heavy/long material, such as wood and pallets. In case this should be needed please contact Oscar Pacheco [isin2019@medacad.org](mailto:isin2019@medacad.org)

### **Sound, Lighting & Special Effects**

13. Written consent is required from ISIN 2019 for the use of audio, video and lighting equipment, live music and performances on the stand.
14. "Special effects" lighting, smoke machines and laser projection may not be used in the stands, as they are disruptive for neighbouring stands.
15. Provided that permission is obtained for sound equipment in the stand, the sound must be regulated and directed into the booth so that it does not disturb neighbouring exhibits and their visitors.
16. In case you plan (scheduled) presentations on the stand with sound amplification, make sure to get permission from ISIN 2019 before making any arrangements.

### **Goods not Allowed**

The following materials, equipment, goods are not permitted in the InterContinental hotel:

17. Easily inflammable or explosive substances, gases and dangerous goods, including radioactive and chemical substances. In particular, ethyleneoxide, carbon disulphide, sulphuric ether and acetone.
18. Goods or appliances which cause a nuisance by virtue of smell, sound, light or in any other way.
19. Balloons inflated with flammable or toxic gas, celluloid items, any types of heating devices.
20. The organiser and/or the InterContinental hotel reserve the right to remove any dangerous goods or unhealthy equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance.

## **Payment Policy**

21. Payment for products/services ordered should be settled directly with ISIN 2019 or the relevant (official) supplier as applicable. All payments should be settled before the start of the build-up period, taking into consideration the payment date as stated on the individual invoices. Not complying with this regulation will cause delay in your build-up procedures, because ISIN 2019 does not allow move-in of exhibits until all financial obligations have been fulfilled.
22. If payment on-site cannot be avoided, then make sure that, at the beginning of the build-up, a member of your crew is authorised to take care of the payment (by credit card only). All on-site orders should be paid with credit card.

## **Insurance Policy**

23. Exhibitors are reminded that it is compulsory to have an insurance policy covering: risks for transport and movement of their equipment and goods to and from the stand; the presence of their equipment, goods, company staff and their suppliers during the exhibition, including build-up and breakdown periods; third party liability, including insurance of rented equipment and materials.
24. ISIN 2019 cannot accept any liability for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The exhibitor and the contractors he may employ are obliged to take out insurance against third party risks before the start of the exhibition. The costs of these insurances are for the exhibitor's account.

## **Instructions**

25. Exhibitors are obliged to follow the instructions given by or on behalf of the organisers regarding build-up procedures, safety and general appearance of the exhibition, advertising, goods or objects on display, decoration and dismantling procedures.

## **ISIN 2019 General Conditions**

<https://www.isin2019vienna.org/>